

COPY



OFFICE OF HOMELAND SECURITY

April 11, 2008

Kirk Gaston, Chief of Police
California State University, San Francisco
1600 Holloway Avenue
San Francisco, CA 94132

Monitoring Report # M08-017

Dear Chief Gaston:

On April 8, 2007 the Office of Homeland Security (OHS), Monitoring and Audits Unit, Program Monitor, Mohammad Mokarram conducted a monitoring review for the purpose of monitoring homeland security grants. I wish to thank you and your staff for the courtesy extended to Mr. Mokarram during the review process. Enclosed, you will find the monitoring report for the following grants:

GRANT	PROGRAM NAME	PERIOD MONITORED
2003-0167 #000-92296	FY03 State Homeland Security Grant Program (SHSGP) I	04/01/03 to 04/08/08
2003-0035 #000-92296	FY03 State Homeland Security Grant Program (SHSGP) II	05/01/03 to 04/08/08
2004-0045 #000-92296	FY04 Homeland Security Grant Program (HSGP)	12/01/03 to 04/08/08

The monitoring included a review of staffing needs, operational practices, source documentation, activities, and data reporting requirements. In addition, the monitor examined the grant for compliance with federal financial, administrative and auditing requirements, program guidelines, and other mandates as applicable. Finally, the monitor performed a selected review of accounting records that support the amounts claimed in your reimbursement requests. Project expenditures were validated to provide reasonable assurance that expenses are related to the grant, proper records are maintained, and expenditures are properly authorized and recorded.

As a reminder, the purpose of monitoring is to assist projects in the achievement of their goals and aiding them in administering their grant funds in the most effective and efficient manner. The monitoring is used as a tool to assist the subgrantee in complying with these requirements. Your OHS Program Representative will receive a copy of the monitoring report. Their name and phone number are identified on the face sheet of the report.

If the monitoring report does not identify any findings, a Corrective Action Plan is not necessary and the monitoring process is complete. **If any findings are identified in the monitoring report, you will have 120 days from the last day of the monitoring review to submit a Correction Action Plan to the Program Monitor.**

The corrective action process provides two options:

Option One – The subgrantee self certifies by the submission of an Action Plan that details the corrective steps implemented, and that any finding(s) noted in the monitoring report are resolved.

Option Two – Submission of an outlined Corrective Action Plan that addresses the findings noted in this report to be reviewed and approved by OHS program staff (i.e. technical assistance).

When corresponding to our office regarding this monitoring report, please include the monitoring control number on all correspondence. Send your response to:

Governor's Office of Homeland Security
Grants Administrative Section
Monitoring & Audits Unit
State Capitol
Sacramento, California 95814

Thank you for your participation in the monitoring process. If you have any questions regarding this letter or the attached report, please feel free to contact Mr. Mokarram at (916) 322-1901.

Sincerely,



Brendan Murphy
Deputy Director
Office of Homeland Security

Attachment

cc: Sarah Knight, Program Representative
Monitoring & Audits Unit, chron file
Grants Management Unit, grant file

Monitoring Report Response Form

TO: Governor's Office of Homeland Security	Grant Numbers: 2003-0167 2003-0035 2004-0045
Grants Management Section Monitoring & Audits Unit State Capitol Sacramento, CA 95814	Monitoring Control # M08-017 Number:
Attention: Mr. Mohammad Mokarram, Program Monitor	Response Due: 05/16/2008

FROM: Subgrantee: CSU San Francisco

Option One

☐ I have reviewed and acknowledge receipt of the above referenced monitoring report.

<hr/> Authorized Signature	<hr/> Title	<hr/> Date
<hr/> Typed Name	<hr/> Title	<hr/> Telephone Number



CALIFORNIA GOVERNOR'S OFFICE OF HOMELAND SECURITY MONITORING NARRATIVE REPORT

GRANT/FIPS NUMBER	PROGRAM NAME	PERIOD MONITORED	MONITORED AMOUNT
2003-0167 000-92262	FY03 State Homeland Security Grant Program (SHSGP)	04/01/03 to 04/08/08	\$50,000
2003-0035 000-92262	FY03 State Homeland Security Grant Program (SHSGP) Part II	05/01/03 to 04/08/08	\$39,041
2004-0045 000-92262	FY04 Homeland Security Grant Program (HSGP)	12/01/03 to 04/08/08	\$25,000

California State University, San Francisco			
AUTHORIZED AGENT:	Chief Kirk Gaston	ADDRESS:	1600 Holloway Avenue San Francisco, CA 94132
CONTACT EMAIL:	kgaston@sfsu.edu		
CONTACT PHONE NUMBER:	415-338-2747		
ALTERNATE POINT of CONTACT:			
CONTACT EMAIL:			
PROGRAM REPRESENTATIVE:	Sarah Knight	E-mail:	Sarah.Knight@ohs.ca.gov
PHONE NUMBER:	916-322-9067		
PROGRAM MONITOR:	Mohammad Mokarram	E-mail:	Mohammad.Mokarram@ohs.ca.gov
PHONE NUMBER:	916-322-1901	DATE OF MONITORING:	04/08/2008

PERSONS INTERVIEWED DURING MONITORING VISIT

NAME	TITLE	AGENCY
Kirk Gaston	Chief of Police	CSU San Francisco

Prepared by:		4/10/08
	Mohammad Mokarram, Program Monitor, OHS Administration Division, Monitoring & Audits Unit	Date
Approved by:		4/10/08
	Brendan Murphy, Deputy Director, OHS Administration Division	Date

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PROGRAM SUMMARY

Corrective Action Plan: Not Required

MONITORING REPORT DETAIL

A. Administrative Review: Subgrantee in compliance (6 items); Not applicable for Subgrantee (2 items).

1. **Review of Audit Report:** Subgrantee in compliance (1 item); Not applicable for Subgrantee (1 item).

a. Audit reports submitted as required. Subgrantee in compliance (1 item).

b. Findings noted and corrective action plan addressed. Not applicable for Subgrantee (1 item).

2. **Grant Assurances:** Subgrantee in compliance (1 item).

3. **Grant Approval Notification:** Subgrantee in compliance (2 items).

4. **Performance Reports:** Subgrantee in compliance (1 item).

5. **Homeland Security Strategies:** Subgrantee in compliance (1 item).

6. **Publication of Materials:** Not applicable for Subgrantee (1 item).

B. Programmatic Review: Not applicable for Subgrantee (10 items).

1. **Program Goals & Objectives:** Not applicable for Subgrantee (2 items).

2. **Exercise:** Not applicable for Subgrantee (2 item)

3. **Training:** Not applicable for Subgrantee (1 item).

4. **Planning:** Not applicable for Subgrantee (1 item).

C. Financial Management: Subgrantee in compliance (10 items); Not applicable for Subgrantee (4 items).

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Monitoring Report

Monitoring Report Summary	Total # of Items in Category	In Compliance	Not in Compliance	Not Monitored	Not Applicable	Total
A. Administrative Review						
Review of Audit Reports	2	1			1	2
Grant Assurances	1	1				1
Grant Approval Notification	2	2				2
Performance Reports	1	1				1
Homeland Security Strategies	1	1				1
Publication of Published Materials	1				1	1
B. Programmatic Review						
Program Goals and Objectives	2	2				2
Exercise	2				2	2
Training	1				1	1
Planning	1				1	1
C. Financial Management						
Accounting System	8	8				8
Distribution of Funds	1	1				1
Advance of Funds	2				2	2
Change Requests/Modifications	2				2	2
Maintenance of Records	1	1				1
D. Fiscal: Personnel Services						
Management and Administrative Services	3				3	3
Overtime/Back Fill	3				3	3
E. Fiscal: Procurement						
Responsibility	1	1				1
Methods of Procurement	4	2			2	4
F. Fiscal: Equipment & Property Management						
Equipment Purchases	3	3				3
Property Management & Records Keeping	2	2				2
G. Subgrantee Monitoring & Oversight						
Subrecipient single audit requirements	1				1	1
Management and Administrative Responsibility	1				1	1
Overtime/Backfill/CTO Responsibility	1				1	1
Procurement Responsibility	1				1	1
Equipment & Property Management Responsibility	1				1	1
Total	49	26	0	0	23	49

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1. **Accounting System:** Subgrantee in compliance (8 items).
 2. **Distribution of Funds:** Subgrantee in compliance (1 item).
 3. **Advance of Funds:** Not applicable for Subgrantee (2 items).
 4. **Change Request/Modifications:** Not applicable for Subgrantee (2 items).
 5. **Records Maintenance:** Subgrantee in compliance (1 item).
- D. Fiscal: Personnel Services:** Not applicable for Subgrantee (6 items).
1. **Management and Administrative Services:** Not applicable for Subgrantee (3 items)
 2. **Overtime/Backfill and/or CTO:** Not applicable for Subgrantee (3 items).
- E. Fiscal: Procurement:** Subgrantee in compliance (3 items); Not applicable for Subgrantee (2 items).
1. **Responsibility:** Subgrantee in compliance (1 item).
 2. **Methods of Procurement:** Subgrantee in compliance (2 items); Not applicable for Subgrantee (2 items).
 - a. Small Purchases: Subgrantee in compliance (1 item).
 - b. Formal Advertisement Invitation for Bid (IFB): Not applicable for Subgrantee (1 item).
 - c. Competitive Proposals: Subgrantee in compliance (1 item).
 - d. Noncompetitive Proposals: Not applicable for Subgrantee (1 item).
- F. Fiscal: Equipment & Property Management:** Subgrantee in compliance (4 items); Not applicable for Subgrantee (1 item).
1. **Equipment Purchases:** Subgrantee in compliance (2 items); Not applicable for Subgrantee (1 item).
 - a. Allowable and Applicable Equipment: Subgrantee in compliance (1 item).
 - b. Prior Approval and Acquisition: Subgrantee in compliance (1 item).

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c. Proficiency Training: Not applicable for subgrantee (1 item).

2. **Property and Records Keeping**: Subgrantee in compliance (2 item)

a. Inventory Control: Subgrantee in compliance (1 item)

b. Property Management: Subgrantee in compliance (1 item).

G. **Subgrantee Monitoring & Oversight**: Not applicable for Subgrantee (5 items).